



# Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-721-1900

Fax 307-721-1901

Website [www.k12.wy.us](http://www.k12.wy.us)

## MEMORANDUM NO. 2010-087

**TO:** School District Superintendents  
School District Business Managers

**FROM:** Lynda Collins, Early Learning Supervisor *LC*  
Educational Quality and Accountability Unit  
Amy Manley, School Foundation Program Supervisor  
Finance Unit *AM*

**DATE:** April 23, 2010

**SUBJECT:** Expenditure Reporting on the WDE-626

### IMPORTANT INFORMATION-REQUIRED EXPENDITURE REPORTING

Following the Legislative Service Office Management Audit of the Reading Assessment and Intervention Program authorized by W.S. 21-3-401, the Wyoming Department of Education (WDE) was tasked with addressing the findings of the Program Evaluation Report. WDE is being required to collect data for Reading Assessment and Intervention expenditures from each district for the 2009-2010 school year. This expenditure data will be reported on the WDE-626 data collection. The template was developed with input from a subgroup of the School Finance Data Advisory Committee. A mockup of the required reporting categories and sources is below:

Expenditure Category	Expenditure Source			Total
	<u>General Fund</u>	<u>Outside the Model</u>	<u>Federal</u>	
Personnel				\$
Programs & Materials				\$
Assessments				\$
Professional Development				\$
Other Costs				\$
<b>Total</b>	\$	\$	\$	\$

School District Superintendents  
School District Business Managers  
Memorandum No. 2010-087  
April 23, 2010  
Page 2

Full definitions for the expenditure categories are contained within the form instructions. The form will be available on May 15, 2010, for download at:  
[https://wdesecure.k12.wy.us/stats/forms/details?the\\_form=626](https://wdesecure.k12.wy.us/stats/forms/details?the_form=626).

**NOTE:** A WEN Network training event for all individuals who complete the WDE-626 Early Literacy Longitudinal Data form is scheduled for **Monday, May 3, 2010, from 3:00–5:00 p.m.** The training event will be repeated on **Friday, May 14, 2010, from 11:00 a.m.–1:00 p.m.**

The WEN Network training will be comprised of a WDE-626 technical run-through by Aleta Nichols, Data Collection Analyst; expenditure reporting by Amy Manley, Foundation Program Supervisor; collection clarification, updates, instructions, and due dates by Jillian Balow, Education Program Consultant; and a brief summary of the program evaluation findings related to reporting on the WDE-626 by Gerald Hoppmann, Legislative Services Office Program Evaluator.

If you have questions pertaining to expenditure reporting on the WDE-626, please contact Amy Manley at [amanle@educ.state.wy.us](mailto:amanle@educ.state.wy.us) or (307)777-6000 or Jed Cicarelli at [jcicar@educ.state.wy.us](mailto:jcicar@educ.state.wy.us) or (307) 777-5808. If you have other questions about the WDE-626 or about the training, please contact Jillian Balow at [jbalow@educ.state.wy.us](mailto:jbalow@educ.state.wy.us) or (307)777-8909.

LC:al